

BRIAN SANDOVAL  
GOVERNOR



LUTHER W. MACK, JR.  
CHAIR  
GOVERNOR'S WORKFORCE DEVELOPMENT BOARD

STEVE FISHER  
CHAIR  
GOVERNOR'S WORKFORCE DEVELOPMENT BOARD  
WIOA TEAM WORKGROUP

## MEETING MINUTES

### Governor's Workforce Development Board Workforce Innovation and Opportunity Act (WIOA) Governance Team Workgroup Meeting

**Friday**, August 14, 2015  
1:00 p.m.

**Place of Meeting:** **Division of Welfare and Supportive Services**  
1470 College Parkway, Room 149  
Carson City, NV 89706

*Video Conferenced to*  
**Division of Welfare and Supportive Services**  
701 N. Rancho Drive Training room 5  
Las Vegas, NV 89106

*Conference Bridge*  
1-775-684-0777 or 1-702-486-1777  
Access Code 4600

**Workgroup Members Present:** Britta Kuhn, Kristine Nelson (proxy for Dennis Perea), Ken Zutter (proxy for Michael Raponi), Melaine Mason (proxy for Shelley Hendren), Ardell Galbreth

**Workgroup Members Absent:** Dennis Perea (excused), Steve Fisher (excused), Michael Raponi (excused), John Thurman (excused)

**DETR Staff Present:** Coralie Peterson, Mae Worthey

**Others Present:** Lynda Parven (ESD), Lorie Wilson, Grant Nielsen.

I. CALL TO ORDER – *Britta Kuhn*

Britta Kuhn called the meeting to order on at 10:00 a.m.

II. ROLL CALL- CONFIRMATION OF QUORUM – *Coralie Peterson*

Due to videoconferencing difficulties, Britta Kuhn called roll on behalf of Coralie Peterson, and a quorum for this meeting was confirmed.

III. VERIFICATION OF PUBLIC NOTICE POSTING – *Coralie Peterson*

Coralie Peterson verified that the agenda and notice for the August 14, 2015 WIOA Governance Workgroup Team Meeting was posted pursuant to Nevada's Open Meeting Law (NRS 241.020).

**IV. FIRST PUBLIC COMMENT(S) – Britta Kuhn**

Members of the public are invited for comment(s). **NO** action may be taken on a matter during public comments until the matter itself has been included on an agenda as an item for *possible action*, and properly noticed pursuant to [NRS 241.020](#). Due to time constraints, the Chair may limit public comments to **three (3) minutes/person**. Please clearly state and spell your full name.

Britta Kuhn announced the First Public Comment Session and invited members of the public to speak. No comments were made. Hearing no comments, she moved to the next agenda item.

**V. DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES: GW meeting held on July 31, 2015 – Steve Fisher**

Ms. Kuhn asked if all members had an opportunity to review the draft and if any changes were requested. Kristine Nelson stated that she was not present for the July 31, 2015 meeting; however, she recommended that Dennis Perea’s name should be included among workgroup members absent from the meeting. Ms. Kuhn stated that the minutes will be amended and indicated as an excused absence. Renee Olson raised a motion to approve the minutes as amended and Ardell Galbreth seconded the motion. Kristine Nelson abstained, and all other members voted to approve the draft. The motion carried with a majority vote.

**VI. DISCUSSION/FOR POSSIBLE ACTION: DEVELOPING A UNIFIED STATE PLAN – Steve Fisher**

Ms. Kuhn stated that although Mr. Fisher was not present to lead this discussion, she wanted to ask the members if they had a strong opinion on whether they proceed with developing a unified state plan or a combined state plan.

Lorie Wilson stated she had been asked to attend today’s meeting, as a guest, to share some recent guidance that was recently published on the regulations. She went to say that the combined state plan requirements pertaining to the TANF/SNAP sections actually mirror what is currently required in the State Plan, so it appeared that if they proceed with a WIOA Combined State Plan, the two programs can just be inserted into the plan, although that no benefits were seen, as nothing prohibits them from addressing how to integrate services to serve the TANF/SNAP populations in a *unified* plan.

She mentioned that a combined state plan had disadvantages. Much work has been done already, and a combined state plan can be considered in the future. In addition, complexities are caused by required program updates/amendments/modifications (fiscal years may vary), and a concern about the already tight timeframe for public hearings allowing for comment/approval from the overall WIOA Governance Board. On the other hand, Ms. Wilson mentioned that there are proposed changes for TANF reauthorization which may have to be included in a unified state plan (how they are integrating/not duplicating services). She concluded her comments by recommending that a unified state plan be developed, adding that Mr. Fisher had mentioned to her his agreement with this recommendation.

Ken Zutter stated that the Department of Education also recommended a unified state plan. He added that the federal government recognized that the different funding/state plan cycles would cause a burden on the states, and were uncertain as to how to rectify the situation. He had understood that a combined state plan would be beneficial to the state and had no preclusions for integration of TANF/SNAP services into their delivery programs. TANF is currently a One-Stop partner and SNAP could be in future. He said that the Department of Education views a combined state plan as a bureaucratic burden with no benefit to the state.

Renee Olson agreed with prior comments that developing a unified state plan would make the most sense, with the TANF/SNAP programs being included in the strategic plans of the unified state plan. Ms. Kuhn asked if all were in agreement that a unified state plan would be better, without taking a formal vote.

Ardell Galbreth asked what had been the rationale for developing a combined state plan. Lorie Wilson responded that she understood it was thought to be easier for those states that were already well-integrated to do one plan for multiple programs, and whether a unified or combined state plan is developed, the intent is still to integrate their services and insure a way to provide workforce services to include TANF/SNAP population.

Ken Zutter mentioned earlier discussions about the need for inclusion of the TANF/SNAP programs in their delivery system, but not necessarily combining the grant agreements between the federal government and the states. Ms. Wilson agreed and added that there is no reluctance to be a part in the WIOA initiative, but that it was felt that developing a combined state plan would create “mechanical” barriers.

- Ardell Galbreth raised a motion that the Governance Workgroup develops a unified state plan rather than a combined state plan and Renee Olson seconded the motion. Ken Zutter asked who the recommendation goes to and Ms. Fisher explained that this then moves to the Strategic Planning Subcommittee, and in turn the State Board (Governor’s Workforce Development Board). Kristine Nelson abstained, and the motion carried with a majority vote.

## VII. DISCUSSION/FOR POSSIBLE ACTION: BUILDING A STRATEGIC PLAN - *Steve Fisher*

Ms. Kuhn asked if any workgroup members had direction on building a strategic plan, as Mr. Fisher, who was to lead the discussion, was not present for this meeting. Ardell Galbreth said that Mr. Fisher had asked for members to provide strategic plan/goals to review and discuss the design or framework for their strategic plan.

Discussion ensued amongst workgroup members on the makeup/components of the unified state plan and recent executive orders affecting the unified state plan.

Renee Olson said that in order to avoid creating a disjointed plan, someone should be assigned to receive the various program components and charged with the responsibility of writing the state plan. Kristine Nelson stated that she understood that she and Mae Worthey, DETR’s Public Information Officer had been assigned this task by Director Don Soderberg and Dennis Perea. Mae Worthey confirmed that Don Soderberg mentioned this in a recent staff meeting.

Workgroup members determined the date for the state plan draft to be submitted to the Department of Labor as March 3, 2016. Grant Neilson commented that according to Ms. Chamberlin’s check list the draft state plan is finalized on December 3<sup>rd</sup>, 3 months before it is due to the Department of Labor. Ms. Nelson stated that this would allow for public comment, program review, revision and signature by the Governor. In addition, Grant stated that it will need to be approved in the January GWDB meeting. Ms. Nelson said that there should be a lead submitter from each of the workgroups.

Mae Worthey suggested that she and Ms. Nelson can send out a timeline for each group, edit early materials received, and in the meantime create a basic outline for the plan, which can be filled in as necessary. Ken Zutter recommended that Ms. Nelson and Ms. Worthey review the plan requirements, to identify/task who will supply the information. Ms. Nelson and Ms. Worthey agreed that organizing/create a plan structure is a logical approach.

Ms. Kuhn stated that Kristine Nelson and Mae Worthey will the plan requirements, send out a task list, and at the next meeting will re-evaluate their structure to ensure that the necessary people are gathered who can actually form the plan. She asked that in preparation for the next meeting, she asked workgroup members to review the plan requirements in order to assign tasks. Grant Neilson provided a link to review a draft of the state plan requirements, which is:

<http://www.regulations.gov/#!documentDetail;D=ETA-2015-0006-0002>).

VIII. **DISCUSSION/FOR POSSIBLE ACTION**—PARTICIPATION IN DEPARTMENT OF LABOR TRAINING PROGRAM – *Steve Fisher*

General discussion ensued amongst workgroup members about participating in the Department of Labor training program. Lorie Wilson commented that Division of Welfare and Supportive Services wished to have or two groups participate and Renee Olson added that her Employment Security Division also has an interest in participating in the program; however, the names of suitable participants have not been identified. Ken Zutter stated that Adult Education is not interested in participating. Ms. Kuhn stated that this item could be revisited in the next meeting and moved to the next agenda item.

IX. **DISCUSSION/FOR POSSIBLE ACTION** – TEGL-WIOA – *Britta Kuhn*

Ms. Kuhn stated that this item will be a standing item to discuss T-Bills that had been recently released. Melaine Mason stated that TACS (Technical Assistance Circular) was just issued for the One Stop delivery system for WIOA and she will email the workgroup members a link to review the document. Grant Neilson mentioned one on the structure of the plan (draft plan requirements for unified and combined state plan requirements) which he agreed to forward to the workgroup members. Kristine Nelson also commented on a T Bill (21-11) referring to the state plan requirements. Mr. Neilson mentioned that this item is an ICR/not yet a T Bill, but is awaiting the ending of the comment period (10/05/15). Ms. Kuhn suggested that workgroup members review, in particular, the One Stop and State Plan documents.

X. **DISCUSSION/FOR POSSIBLE ACTION** – PROJECT PLAN CHECK LIST UPDATES – *Britta Kuhn*

Ms. Kuhn stated that she would follow up with Sandra Chamberlin to see if the Project Plan Checklist has been updated for further discussion in the next meeting.

XI. **DISCUSSION/FOR POSSIBLE ACTION:** Discussion and possible action regarding dates, times, and agenda items for future meetings – *Britta Kuhn*

Suggestions for new business and future agenda items discussed in this meeting included:

- Building a Strategic Plan– Steve Fisher
- State Plan Requirements/Tasks List – Mae Worthey/Kristine Nelson – Britta Kuhn
- Discussion of participation in the Department of Labor training program – Steve Fisher
- Standing Items: TEGL-WIOA Updates and Project Plan Checklist Updates

XII. **SECOND PUBLIC COMMENT(S)** – *Britta Kuhn*

Members of the public are invited for comment(s). **NO** action may be taken on a matter during public comments until the matter itself has been included on an agenda as an item for *possible action*, and properly noticed pursuant to [NRS 241.020](#). Due to time constraints, the Chair may limit public comments to **three (3) minutes/person**. Please clearly state and spell your full name.

Britta Kuhn announced the Second Public Comment Session and invited members of the public to speak.

XIII. **ADJOURNMENT** – *Britta Kuhn*

The Chair adjourned the meeting at 2:18 p.m.

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**NOTE:** Agenda items may be taken out of order, combined for consideration by the public body, and/or removed from the agenda at any time. Pursuant to NRS 241.020, no action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken. If unable to attend meeting, Members of the WIOA may designate a proxy to act on their behalf.

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**NOTE:** Persons with disabilities who require reasonable accommodations or assistance at the meeting should notify the DETR Director's Office, in writing at: 555 E. Third Street, Carson City, Nevada 89713; or, should call (775) 684-3911; if hearing impaired, dial TTY (800) 326-6868 or Nevada Relay 711; or send a fax request to (775)684-3908 as soon as possible and ***no later than close of business on Thursday, August 13, 2015.***

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**Notice of this meeting was posted on or before 9 a.m. on the third day prior to the meeting at the following locations:** DETR, 2800 E. St. Louis, Las Vegas, NV; DETR, 500 East Third St., Carson City, NV; DETR, 1325 Corporate Blvd., Reno NV; NEVADA JOBCONNECT, 3405 S. Maryland Parkway, Las Vegas, NV; NEVADA JOBCONNECT, 4500 E. Sunset., Henderson, NV; NEVADA JOBCONNECT, 2827 N. Las Vegas Blvd., North Las Vegas, NV; NEVADA JOBCONNECT, 1929 N. Carson St., Carson City, NV; NEVADA JOBCONNECT, 172 Sixth St., Elko, NV; NEVADA JOBCONNECT, 480 Campton St., Ely, NV; NEVADA JOBCONNECT, 121 Industrial Way, Fallon, NV; NEVADA JOBCONNECT, 475 W. Haskell, #1, Winnemucca, NV; NEVADA JOBCONNECT, 4001 S. Virginia St., Suite G, Reno, NV; NEVADA JOBCONNECT, 2281 Pyramid, Sparks, NV; GRANT SAWYER OFFICE BUILDING, 555 E. Washington Ave., Las Vegas, NV; LEGISLATIVE BUILDING, 401 S. Carson St., Carson City, NV; NEVADAWORKS 6490 S. McCarran Blvd., Building A, Unit 1., Reno, NV; WORKFORCE CONNECTIONS, 6330 West Charleston Blvd. #150, Las Vegas, NV.

**Notice of this meeting was posted on the Internet at:** DETR's Public Meetings website - [www.nvdetr.org](http://www.nvdetr.org), <http://nvdetr.org/publicmeetings.htm>; and Nevada's Public Notice website at <https://notice.nv.gov/>, as required by [NRS 232.2175](#).

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*Agenda items may be taken out of order, combined for consideration by the public body, and/or removed from the agenda at any time. The Chair may continue this meeting from day-to-day. Pursuant to NRS 241.020, no action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken. If unable to attend meeting, Members of the WIOA Governance Team Workgroup may designate a proxy to act on their behalf.*

**WIOA Governance Team Workgroup Members**

Britta Kuhn, Dennis Perea, Michael Raponi, Steve Fisher,  
John Thurman, Shelley Hendren, Renee Olson, Ardell Galbreth